



**QD-QA-014**  
**REVISION G**  
**EFFECTIVE DATE: October 1, 2004**

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# **ORGANIZATIONAL INSTRUCTION**

## **QUALITY ASSURANCE RECORDS CENTER**

**OPR(s)**

**QD10, QD20, QD30, and  
QD40**

**OPR DESIGNEE**

**Linda Lang**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/7/97	
Revision	A	03/30/98	Modified records retirement requirements and deleted requirement for quality records.
Revision	B	02/08/99	Deleted references to fluid sampling records. Deleted the requirement that all records be maintained in a computer database since some test procedures/plans are not entered into the database. Deleted the use of the term "quality sensitive".
Revision	C	06/22/99	Changes made to reflect new organization code changes and/or Changes made to reflect new directives renumbering scheme and to incorporate the corrective action for closure of NCR 266
Revision	D	11/24/99	General Revision.
Revision	E	9/05/02	Format and numbering change to implement requirements of QS-A-001 rev F.
Revision	F	09/18/03	Update Applicable Documents in 2. Update organizational reference in 1.3, 4.2.5, 4.2.6 and 4.4.2. Address storage of electronically submitted data in 4.2.1. Address filing of work orders in 4.2.3. Address filing of Surveillance Reports in 4.2.5. Address the Records Plan in 4.3.1. Correct spelling in 4.4.2 for QARC. Update forms in 7. and Quality Records in 8.0
Revision	G	10/01/04	Review to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387). Changes were also made to reflect S&MA organizational name changes (i.e., QS to QD).

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## QUALITY ASSURANCE RECORDS CENTER

### 1. SCOPE

1.1 Scope. This instruction defines the requirements for operating the Safety and Mission Assurance (S&MA) Quality Assurance Records Center (QARC).

1.2 Purpose. The primary purpose of the QARC is for proper filing and storage of MSFC in-house program hardware fabrication and associated documentation.

1.3 Applicability. This instruction is applicable to S&MA inspection team personnel.

### 2. APPLICABLE DOCUMENTS

MPR 8730.3 Control of Nonconforming Product  
QD-QA-001 Acceptance Reporting  
QD-QA-015 Special Process Audits

### 3. DEFINITIONS

a. Space Flight Hardware and Associated Support Equipment Documentation. Records which document the quality status of MSFC products from the original manufacturing effort through objective quality evidence and supporting quality data.

b. Objective Evidence. Documentation that provides direct assurance of the quality status of program hardware. This evidence must be based on inspections or tests and related to requirements defined by drawings and specifications.

c. Supporting Documentation. Records that provide a historical foundation for hardware items and contribute to the traceability and assurance of the quality status.

### 4. INSTRUCTIONS

4.1 The QARC shall maintain objective evidence that directly reflects the quality status and supporting documentation that provides traceability of MSFC in-house program hardware . These records shall be readily available to provide evidence of the hardware quality status throughout all program phases.

#### 4.2 Documentation Filing and Retrieval.

4.2.1 Hard copies of submitted documentation shall be filed in the QARC. Electronically stored data shall be labeled and retained.

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4.2.2 Receiving records shall be filed by Inspection and Acceptance Request (I&AR) number.

4.2.3 Discrepancy Records (DR's) (MSFC-FORM-460), I&AR's, and part tags (MSFC FORM 312) are not to be in program oriented files. These documents are filed individually by document number. Work Orders are filed in numerical order by Project.

4.2.4 Part tags are filed by part number.

4.2.5 As necessary, unique numbers shall be assigned to documents generated by S&MA . Surveillance Reports shall be filed by numerical order and will be assigned numbers in the year-Org code-number format beginning with XXXX-QDXX-001.

4.2.6 S&MA shall be responsible for proper storage, retention and retrieval of records filed in the QARC.

#### 4.3 Document Retirement.

4.3.1 Documents shall be retained per direction provided in the respective project plans, S&MA procedures, or as listed in the QARC Records Plan, whichever is longer.

#### 4.4 Documentation Review.

4.4.1 Documentation and data from the QARC is available for review by MSFC organizations.

4.4.2 Documentation may be reviewed in the records center only, and documentation shall not be removed from the QARC except by authorization from S&MA personnel.

### 5. NOTES

5.1 This instruction replaces QS-QA-014, Revision F, Quality Assurance Records Center, dated 08/12/03.

### 6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

### 7. APPENDICES, DATA, REPORTS, AND FORMS

MSFC FORM 312	Parts Tag
MSFC FORM 460	Discrepancy Record
MSFC FORM 4438	NASA Quality Surveillance Report

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## 8. RECORDS

None

## 9. TOOLS, EQUIPMENT, AND MATERIALS

None.

## 10. PERSONNEL TRAINING AND CERTIFICATION

None.

## 11. FLOW DIAGRAM

None.